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Second Draft

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Conversations with Non-CIA Personnel Concerning  
Employees or Former Employees Seeking  
Outside Employment

1. The Office of Personnel, as you know, is responsible for preparing replies to prospective employers and others who request information regarding former employees. Exceptions to this, of course, are requests on technical matters such as medical and security, which are referred by the Office of Personnel to the responsible officials. This function can be performed in a manner which will better serve the interests of the Agency as well as those of the individual concerned if all pertinent information given to outside individuals or organizations is available.
2. I believe that references and recommendations concerning employees or former employees seeking outside employment should be centralized in the Office of Personnel to ensure consistency in the handling of such matters. Otherwise, unintentional confusion, creating situations which may not be helpful to the individual or conducive to good public relations for the Agency are bound to occur.
3. It is requested that you advise senior personnel in your staffs that when they give a reference about senior employees, who are leaving the Agency, it would be appreciated if they would let me know by telephone or by memorandum the substance of the conversation.
4. It is also suggested that all supervisors in your office and staffs be directed to forward to my office copies of any recommendations which may have been made regarding junior employees if such statements will be used outside the Agency. If a recommendation is made by telephone, a memorandum documenting the information given out should also be forwarded.

Gordon M. Stewart  
Director of Personnel

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